

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Stagehand		
<b>Job Code:</b>	ST5360	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	505	<b>Date Created:</b>	06/06/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs various duties for planned events including stage and technical equipment and related sound, lighting and/or video systems preparation.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Conducts various technical tasks related to the operation and maintenance of video, projection and sound systems equipment.
2. Assembles stage facilities, sound, lighting, and/or video systems. Arranges props and stage equipment for public events.
3. Inspects, operates and performs maintenance on sound, lighting and supportive electrical equipment.
4. Consults with lessees, promoters, and event coordinator on stage facilities, equipment, sound, lighting, and/or video system necessary for planned events.
5. Participates in minor repairs of the facility including painting and carpentry. Cleans area after completion of event and disassembly of equipment.
6. Assists in conducting annual inventory of equipment and recommends needed supplies and equipment.
7. Consults with clients to determine audiovisual and theatrical needs. Works with employees to improve public event coordination.
8. Instructs and supervises union employees on the operation of lights and sound systems.
9. Performs related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
  - Computer automated sound systems, technical sound, lighting, and video systems.
  - Methods and techniques of stage layout and preparation.

- Public events and the order in which event operation occurs.
- Dimmable lighting systems.
- Motorized batten systems.
- City Fire Code as it relates to Convention Center.
- Safe operating practices.
- Convention Center policy and procedures.
- Sound system mixers.
- Basic hand tools.
- Basic math skills (addition, subtraction, multiplication, and division-).
- Pertinent Federal, State and local laws, codes and regulations.
- Skill in:
  - Making observations.
  - Communicating with others.
  - Operating equipment.
- Ability to:
  - Communicate clearly and effectively, both orally and in writing.
  - Assemble stage, lighting and sound system, and other related equipment.
  - Operate electronic equipment.
  - Understand and follow written and oral instructions.
  - Communicate clearly and concisely with customers and supervisor.
  - Establish and maintain effective working relationships.
  - Conduct accurate inventory of supplies.

## **QUALIFICATIONS**

### **Minimum:**

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

HS diploma/GED and two years of experience in stage, lighting and sound equipment operations.

### **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.